

SECRET

Approved For Release 2006/04/13 : CIA-RDP72-00039R000100210002-4

MEMORANDUM FOR: -Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Training

SUBJECT : Use of Federal Records Centers for Agency Records

1. Recently I asked the Director of Security to reexamine Agency policy on the use of Federal Records Centers for the permanent storage of Agency inactive records. The Security survey encompassed a detailed review of the physical security conditions and secure handling procedures at the Washington National Records Center (WNRC) in Suitland.

25X1

2. I intend to lend my full support toward obtaining the Director's approval of the significant changes in Agency policy this recommendation entails. As a first step I shall, within the next two weeks, brief the Executive Director-Comptroller on this proposal seeking his concurrence and acceptance. As a part of this briefing, I wish to emphasize that our Directorate is taking immediate steps to transfer certain collections of Support records for storage at WNRC. Upon approval of the Director, these collections will be the first transferred.

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25X1 3. The Records Administration Branch of the Support Services Staff has at my request identified some 10,000 cubic feet of DD/S inactive office records [ ] which are SECRET and below and over two years old, many of them ten and fifteen years old. For example, the Office of Security has 2,000 cubic feet of Security Case Files which might be transferred for permanent storage at WNRC under this new policy. Logistics has 900 cubic feet of requisition and contracts, Personnel has 600 cubic feet of personnel files, Medical Services has 500 cubic feet of medical folders, and the Office of Finance has 6,000 cubic feet of finance vouchers and Support papers now  
25X1 [ ]  
25X1 The foregoing figures may be considered as a point of departure from which each Office should carefully review all of its inactive files [ ] for possible transfer.

25X1 4. Before the briefing the Executive Director on this program, I need your assurance that transfer of your records to WNRC can be accomplished. Therefore, I am requesting each of you to conduct an immediate review of these inactive records [ ] and to send your concurrence or comments on this proposal by 29 December.

R. L. Bannerman  
Deputy Director  
for Support

TRANSMITTAL SLIP		DATE
TO: Director of Communications		
ROOM NO. 2D-00	BUILDING Hqs.	
REMARKS:		
FROM: DD/S		
ROOM NO. 7D-26	BUILDING Hqs.	EXTENSION

FORM NO. 241  
1 FEB 55REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

TRANSMITTAL SLIP		DATE
TO: Director of Finance		
ROOM NO. 1212	BUILDING Key Bldg.	
REMARKS:		
FROM: DD/S		
ROOM NO. 7D-26	BUILDING Hqs.	EXTENSION

FORM NO. 241  
1 FEB 55REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

TRANSMITTAL SLIP		DATE
TO: Director of Logistics		
ROOM NO. 1206	BUILDING Ames Bldg.	
REMARKS:		
FROM: DD/S		
ROOM NO. 7D-26	BUILDING Hqs.	EXTENSION

FORM NO. 241  
1 FEB 55REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

TRANSMITTAL SLIP		DATE
TO: Director of Medical Services		
ROOM NO. 1D-4067	BUILDING Hqs.	
REMARKS:		
FROM: DD/S		
ROOM NO. 7D-26	BUILDING Hqs.	EXTENSION

FORM NO. 241  
1 FEB 55REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

TRANSMITTAL SLIP		
TO: Director of Personnel		
ROOM NO. 5E-56	BUILDING Hqs.	
REMARKS:		
FROM: DD/S		
ROOM NO. 7D-26	BUILDING Hqs.	EXTENSION

FORM NO. 241  
1 FEB 55REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

TRANSMITTAL SLIP		
TO: Director of Training		
ROOM NO. 819	BUILDING 1000 Glebe	
REMARKS:		
FROM: DD/S		
ROOM NO. 7D-26	BUILDING Hqs.	EXTENSION

FORM NO. 241  
1 FEB 55REPLACES FORM 36-8  
WHICH MAY BE USED.

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Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Training

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R. L. Bannerman  
Deputy Director  
for Support

RHW:es (11 Dec 69)

Distribution:

Orig - D/CO

1 - Ea other Adse

1 - DD/S Subject

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